

Checklist for YoungStar Policies

Day Camp¹ Programs

Includes YoungStar Optional Points

C.2.2 Employment Policies and Practices - program chooses six of eight activities

JOB DESCRIPTIONS

- ☐ Written Job descriptions-
 - Where: _____ Page number: _____
- ☐ Job descriptions are based upon responsibilities of the job (and linked to items on staff evaluation; see EVALUATION PROCEDURES below).
- ☐ Each position has a different written description. (i.e., Teaching staff /Director/Assistant Director)
 - Position: _____
 - Position: _____
 - Position: _____
 - Position: _____
- ☐ Written procedure describing how the program gives staff job description upon hire.

HIRING PRACTICES

- ☐ Written Hiring process.
 - Where: _____ Page number: _____
- ☐ Written Process used for recruiting employees
 - ⊖ Who is responsible? _____
- ☐ Written Process used for interviewing employees
 - Who is responsible? _____
- ☐ Written Process used for selecting employees
 - ⊖ Who is responsible? _____

¹Day camp programs are not eligible through typical YoungStar rating for 4 or 5 Star except through accreditation by American Camp Association.

- ☐ Information on what the interviewer may not ask, so as not to discriminate against the job candidate, is available as it applies to the Equal Employment Opportunity (EEO) law.
 - Where: _____
 - Program ensures this information is reviewed by people involved in interviewing process.

PERSONNEL POLICIES

- ☐ Written Personnel policies.
 - Available to staff while at center. Located where: _____
 - Written policy which states that personnel policies are made available to staff upon hire.

If program has staff expectations, they may be included in the Personnel Policies. (Can be in a separate document or part of the job description or personnel policies.)

- Which document(s): _____

SALARY/BENEFITS SCHEDULES

- ☐ Written Salary scale/schedule is ~~written down~~.
 - Where: _____ Page number: _____
 - Outlines staff roles and responsibilities; can be found under job descriptions and/or personnel policies. Where: _____ Page number: _____
 - Salary scale uses at least three factors when differentiating between salary schedules encompassing educational qualifications, specialized training, and/or years of experience related to the age group served.
 - Written policy which states that salary and benefits schedules are made available to staff upon hire.
 - Salary and benefits schedules are made available to staff while at the center. Location: _____
 - Written policy that documents annual process for increasing salary and benefits.

EVALUATION PROCEDURE

- ☐ Written policy that documents annual process for evaluations.
 - Where: _____ Page number: _____
 - A written performance appraisal process is available to all staff while at the center. Location: _____
 - Policy details how staff have input into appraisal process.

- ☐ Appraisal process is different for each role; evaluation is tied to specific responsibilities outlined in each job description. (i.e., Teaching staff /Director/Assistant Director)
 - Position: _____ Evaluation tied to job description: Y N
 - Position: _____ Evaluation tied to job description: Y N
 - Position: _____ Evaluation tied to job description: Y N
 - Position: _____ Evaluation tied to job description: Y N

- ☐ *If program has not been open one year:* 100% of staff who have been working for 90 days or more have a written appraisal on file.
- OR**
- ☐ *If program has been open at least one year:* all staff who have been working for 90 days or more have a written appraisal on file and all employees who have been there one year have an annual performance appraisal on file.

- ☐ Appraisals are kept in a confidential manner: Y N

- ☐ Performance appraisals include a self-evaluation for staff to complete: Y N

- ☐ Program has a written performance appraisal from the board of directors or owner on file for the Director/Site Supervisor (alternative for programs that don't have a board or other supervisor for the Director is to have the Director fill out a self-evaluation): Y N

STAFF DISCIPLINARY POLICIES

- ☐ Written Staff disciplinary process.
 - Where: _____ Page number: _____
 - Written staff disciplinary policy is available to all staff while at the center.
 - Location: _____
 - Written policy outlines behaviors that are subject to disciplinary action.
 - Written policy outlines consequences of unacceptable behaviors.
 - Policy outlines when violations are repeated the consequences become more severe.
 - Written policy outlines what happens when a violation occurs.
 - Policy outlines the timeline of notification.
 - Policy outlines how notification of violation will be given.
 - Policy outlines how notification of consequence is given.
 - Policy includes confidentiality clause which states this notification is done in private between the employee and the person they report to.

GRIEVANCE PROCEDURES

- ☐ Written Grievance procedures
 - Where: _____ Page number: _____
 - Written grievance procedure is available to all staff while at the center.
 - Location: _____
- ☐ Grievance procedures explain the steps to be completed by staff.
 - Policy explains *who* the person with grievance needs to notify.
 - Policy explains *how* the person with grievance needs to report it. (Does it need to be in writing?)
 - Policy explains how the grievance will be evaluated. (Will the board vote? Who is responsible for the final decision? Is there an appeal process?)

PROGRAM POLICIES

- ☐ Written program policies are available to all center staff and families.
 - Location: _____

OPTIONAL POINTS – these entries below support portions of indicators in YoungStar. Proof of policy does not ensure satisfactory completion of entire indicator.

B.1.3 Developmentally Appropriate Practices

- ☐ Program has a written philosophy on developmentally appropriate practices in the employee handbook and the parent handbook.
 - Employee handbook page: _____
 - Parent handbook page: _____

B.2.2 Curriculum/Programming aligned with WMELS or SACF

- ☐ Program shares written information about SACF/WMELS in two ways.
 - Location: _____
 - Location: _____

B.3.1 Individual child portfolios

- ☐ Written policy in parent handbook describes portfolio process, including the regular practice of sending portfolios home, if this is the program's practice.
 - Page number: _____
 - Verification of support of practice: _____

B.3.3 Developmental Screening Practices

- ☐ A statement about programs' developmental screening practices are written in the program policies.
 - Which document? _____ Page number: _____

C.4.1 Staff Benefits: Access to health insurance with 25% contribution

- ☐ Written policy, conveniently located, states that the employer covers at least 25% of the monthly premiums for all full-time Lead Teachers/Group Leaders/Counselors/Director.
 - Which document: _____ Page number: _____
 - Location: _____

C.4.3 Staff Benefits: Paid Time Off (PTO)

- ☐ Written policy, conveniently located, states amount of Paid Time Off (PTO) Lead Teachers/Group Leaders/Counselors and Director earn.
 - Which document: _____ Page number: _____
 - Location: _____
 - Program has written policy which states PTO will be pro-rated for part-time Lead Teachers/Group Leaders/Counselors, if applicable. **OR** This is not applicable to this program.
 - This written policy states at least 18 days (or appropriate pro-rated amount) of PTO is available to Lead Teachers/Group Leaders/Counselors/Director during the first year of employment.

C.5.1-5 FAMILY ENGAGEMENT – required for 3 Stars

C. 5.1 Family Engagement: Parents given philosophy, orientation and resources

- ☐ Written policy states program's philosophy
 - Which document: _____ Page number: _____
 - Location: _____
- ☐ Written procedure explains orientation process of new families
 - Which document: _____ Page number: _____
 - Location: _____
- ☐ Written policy encourages families to observe program
 - Which document: _____ Page number: _____

- Location: _____
- Encourages family observation prior to enrollment
- Encourages family observation while enrolled

C.5.2 Family Engagement: Families provide input on program policies and procedures

- ☐ Written policy explains how program will gather families' input on the program's policies and procedures
 - Which document: _____ Page number: _____

C.5.3 Family Engagement: Annual parent conferences

- ☐ Written policy states that individual parent conferences are offered at least ~~once~~ two times per year when convenient for families' schedules
 - Which document: _____ Page number: _____

C.5.5 Family Engagement: Family outreach, education, and social opportunities

- ☐ Written policy in parent handbook publicizes family outreach/educational/social events
 - At least two events are noted per calendar year.

D.1.1 Program supports healthy nutrition and/or physical activity policies and practices – Required for 3 Star

- ☐ Written policy addresses children's allergies AND dietary restrictions
 - Which document: _____ Page number: _____
 - Document is on-site Location: _____
- ☐ Written procedures address children's allergies AND dietary restrictions
 - Which document: _____ Page number: _____
 - Document is on-site Location: _____

D.1.2 Program supports physical skill development and healthy physical activity

- ☐ Written policy that addresses how screen time is used
 - Which document: _____ Page number: _____